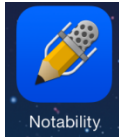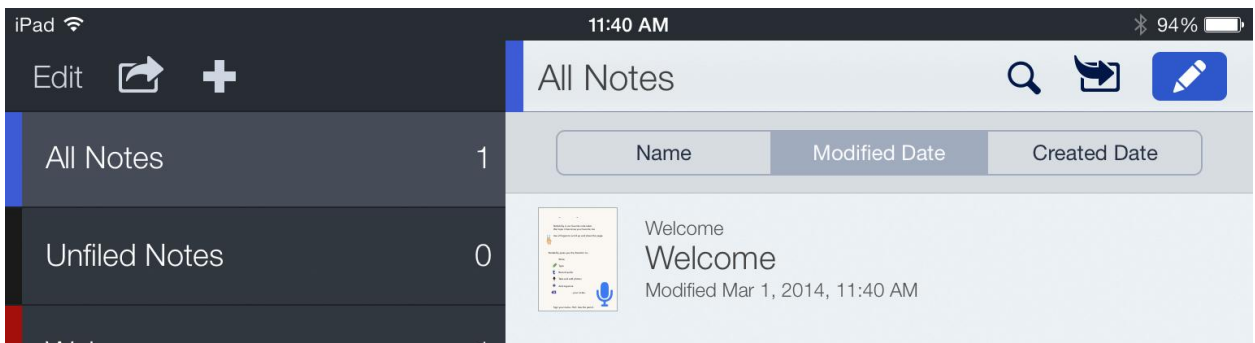# Upload from Notability to Moodle
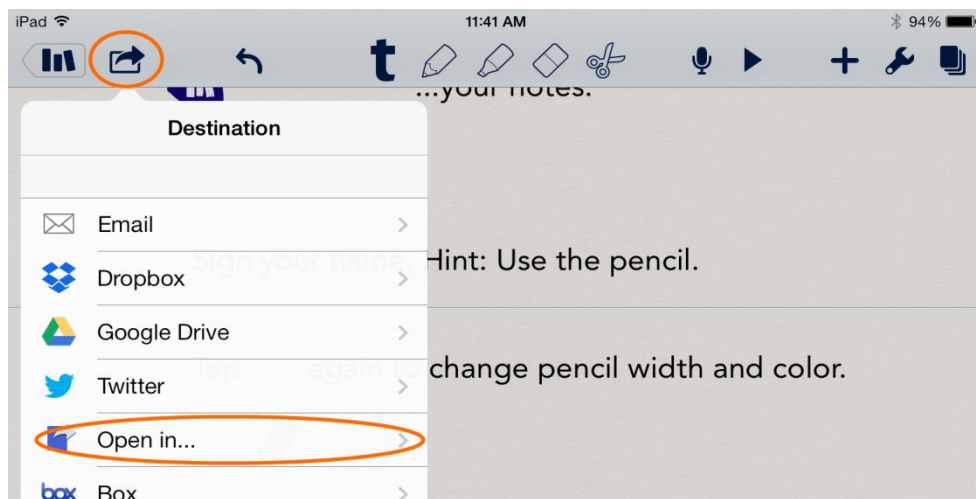
1) Open Notability

2) Go to your notes
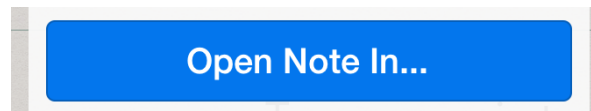

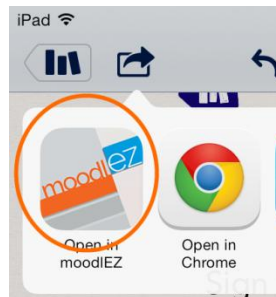3) Choose the file you want to upload and open it

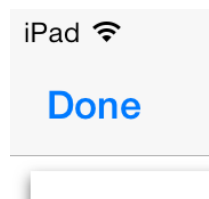4) With the file open, click the share button at the top and then click on "Open in …"

5) Click on "Open Note In…"

Open Note In...

6) Click on MoodlEZ

7) Now with the file showing on screen, click the "Done" in the upper left corner

iPad

Done

8) You may or may not be taken to the MoodlEZ home page depending if you are already logged into MoodlEZ. If necessary, enter "http://hayfieldmoodle.com" for the moodle address. Then click "Go."
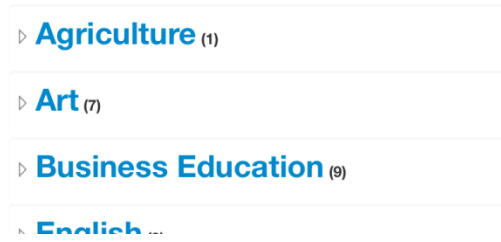
moodlEZ   http://hayfieldmoodle.com   GO

9) On the next page, scroll to the bottom and log in if necessary

You are not logged in. (Log in)

moodle

Switch to the standard theme

10) Once you are logged in, choose your course category and then choose the class

Course categories

▷ **Agriculture** (1)

▷ **Art** (7)

▷ **Business Education** (9)

▷ **English** ...

Course categories:

[Business Education   ▼]
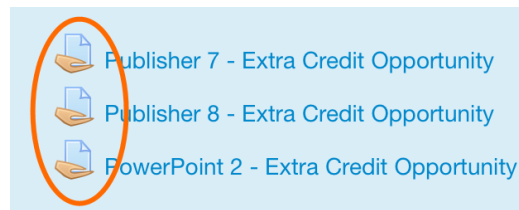
❖ **Computer Applications 1 - S2**

Teacher: Dorien Grav   Computer Applications 1 - Semester 2

❖ **Computer Applications 2 - S2**

11) Now find the assignment you want to upload to. Assignments that want a file uploaded are indicated by the icon shown below.
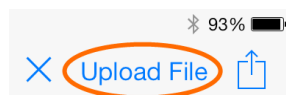
Publisher 7 - Extra Credit Opportunity

Publisher 8 - Extra Credit Opportunity

PowerPoint 2 - Extra Credit Opportunity

12) Click on "Add Submission." If you have already uploaded a file click "Edit Submission" instead.

[Add submission]   [Edit submission]

13) Click "Upload File" in the upper right corner

✶ 93% ▬

✕ Upload File ⬆

14) If you already uploaded a file but wish to change it, delete the old file first

Files and Folders

☐ Computer_Apps_I_Syllabus_2011-1.pdf Delete
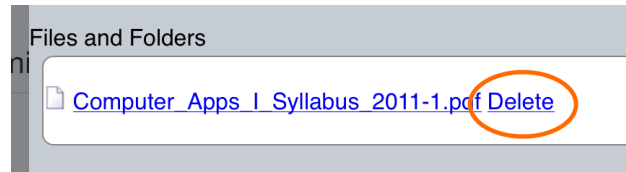
14) Click on "Add"

Add...

15) Click on "Upload"

Upload a file

16) Click on "Choose From Documents"

Choose From Documents
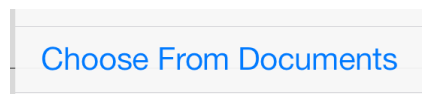
17) Click on "Inbox"

Inbox

18) Click on the file you want to upload

Inbox

...

Welcome.pdf
1.6 MB - 3/1/2014 11:41:39 AM
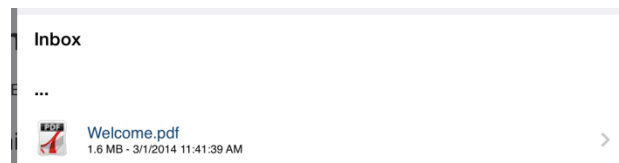
19) Click on "Select"

Select

20) When the file is done uploading click on "Save"
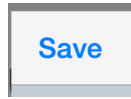
Save

21) Make sure you click "Save Changes"

Save changes
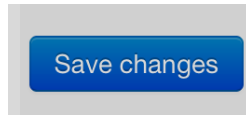
22) Your file should now be uploaded